

## California Energy Commission



**CLASSIFICATION:** Associate Budget Analyst  
(Will Consider Staff Services Analyst)

**TENURE:** Permanent

**TIME BASE:** Full Time

**SALARY:** \$4,400 - \$5,348

**LOCATION:** Budget Office, Financial Services  
Sacramento

**FINAL FILING DATE:** **APRIL 7, 2009**

**DUTIES/RESPONSIBILITIES:** Under the direction of the Budget and Accounting Office Manager, a Staff Services Manager II (Supervisory), the incumbent performs a wide variety of duties involving complex technical budget processes and sensitive policy issues. Works directly with division and Executive Office personnel and represents the Commission's interests on budgetary matters with various control agencies. (Duty statements are available upon request.)

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have

- Ability to communicate effectively and deal tactfully with people involving sensitive issues and situations
- Familiarity with the budget development and maintenance processes, schedules, and documents
- Ability to work well under pressure, set priorities, and ensure effectiveness of fiscal policies and procedures
- Ability to work independently and as a part of a team
- Working knowledge of Microsoft Word and Excel
- Ability to write effectively and to document policies and processes

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. **Please specifically state the basis of your eligibility for this classification on the state application form, STD. 678.** Applications will be screened for experience and only the most qualified will be contacted for an interview.

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

Kim DuVall – RPA # 202-660  
California Energy Commission  
1516 9th Street, MS-19  
Sacramento, CA 95814  
(916) 654-4326

E-mail: [kduvall@energy.state.ca.us](mailto:kduvall@energy.state.ca.us)

Position #202-5284-801

California Relay (Telephone) Service  
for the Deaf or Hearing-Impaired  
From hTDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922